

WebBoard  
User's Guide  
and  
Ready Reference

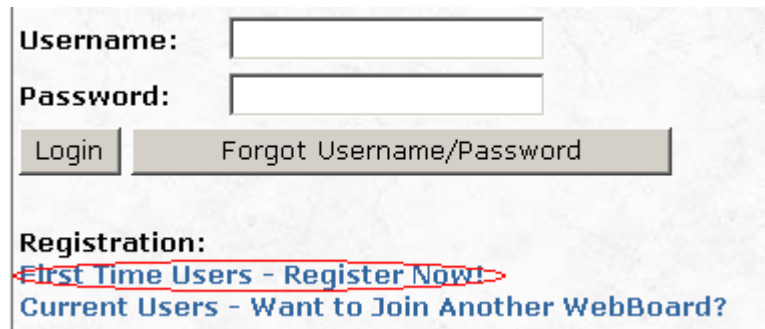
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## Joining DANTES WebBoard

DANTES WebBoard consists of private boards. To join a private board a user must fill out a registration form and submit it to the board manager. To submit your registration form follow these steps:

1. Go to DANTES WebBoard Login page.
2. Click "First Time Users - Register Now!" Link



Username:

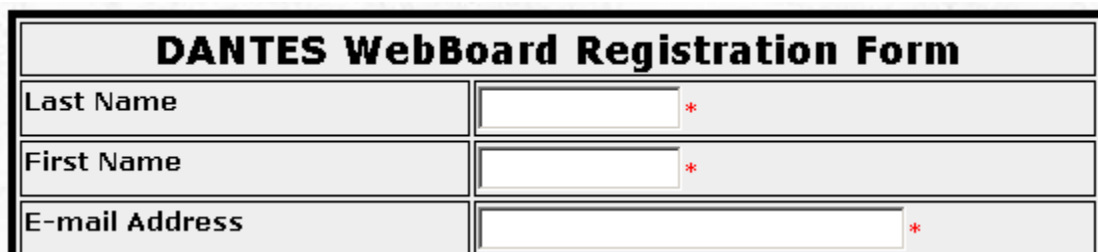
Password:

Registration:

[First Time Users - Register Now!](#)

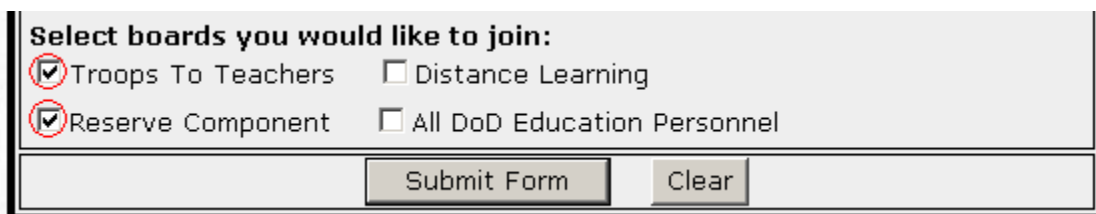
[Current Users - Want to Join Another WebBoard?](#)

3. Fill out required fields for the board you would like to join.



DANTES WebBoard Registration Form	
Last Name	<input type="text"/> *
First Name	<input type="text"/> *
E-mail Address	<input type="text"/> *

4. Check the boards you wish to join.

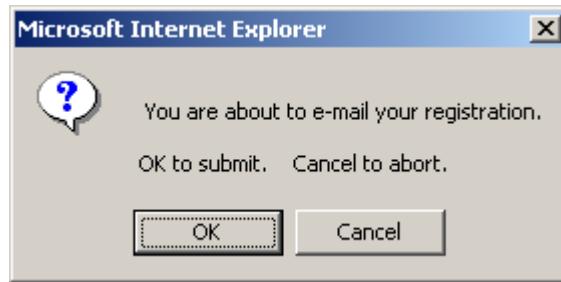


Select boards you would like to join:

☒ Troops To Teachers    ☐ Distance Learning

☒ Reserve Component    ☐ All DoD Education Personnel

5. Click the "Submit Form" button
6. Click the "OK" button



After submitting, the board manager will review your registration. If you qualify, your username and password will be sent to the email you supplied on the registration form.

## Joining Another Board

Existing WebBoard users can join additional boards anytime. To join, follow these steps:

1. Go to DANTES WebBoard Login page.
2. Click "Current Users - Want to Join Another WebBoard?" Link

A screenshot of the DANTES WebBoard Login page. It features two input fields: "Username:" and "Password:". Below these fields are two buttons: "Login" and "Forgot Username/Password". Underneath the buttons, there is a section titled "Registration:" with two links: "First Time Users - Register Now!" and "Current Users - Want to Join Another WebBoard?". The second link is underlined and highlighted with a red box.

3. Fill out required fields for the board you would like to join.

<b>DANTES WebBoard Registration Form</b>	
<b>Last Name</b>	<input type="text"/> *
<b>First Name</b>	<input type="text"/> *
<b>E-mail Address</b>	<input type="text"/> *

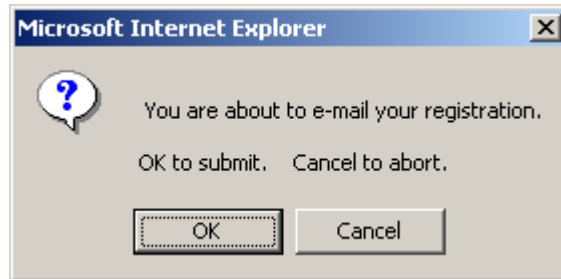
4. Check the boards you wish to join.

**Select boards you would like to join:**

☒ Troops To Teachers    ☐ Distance Learning

☒ Reserve Component    ☐ All DoD Education Personnel

5. Click the "Submit Form" button
6. Click the "OK" button



After submitting, the board manager will review your registration. If you qualify, an email will be sent to welcoming you to the board.

## Changing Your Password

Occasionally you will be required to change your password. You can change your password anytime by following these steps:

1. Go to DANTES WebBoard Login page.
2. Click the "Change Password" Link.

<a href="#">Login</a> <a href="#">Change Password</a> <a href="#">Forgot Password/UserName</a>	<p><b>Username:</b> <input type="text"/></p> <p><b>Password:</b> <input type="password"/></p> <p><input type="button" value="Login"/> <input type="button" value="Forgot Username/Password"/></p>
--	---

3. Enter user name.

User Name:

Old Password:

New Password:

Verify New Password:

4. Enter old password.

User Name:

Old Password:

New Password:

Verify New Password:

5. Following instruction to create a compliant password.

User Name:

Old Password:

New Password:

Verify New Password:

6. Re-enter new password in verify field.

User Name:

Old Password:

New Password:

Verify New Password:

7. Click "Change Password" button

User Name:

Old Password:

New Password:

Verify New Password:

[Change Password](#)

## Forgot User Name or Password

If you forget your user name or password, you can retrieve it with very little effort by following these steps.

1. Go to DANTES WebBoard Login page.
2. Click the "Forgot Password/Username" Link.

[Login](#)  
[Change Password](#)  
[Forgot Password/Username](#)

Username:

Password:

[Login](#) [Forgot Username/Password](#)

3. Fill in the your email address that WebBoard has on file.

**Forgot Your Username or Password?**

Fill in your email address below and click the one of the following buttons.

Email address  [Get Username](#) [Get Password](#)

4. Click the appropriate button.
5. An Email will be sent with the requested data.

## Editing Your User Profile

On a board with registered users, each user has a profile, which contains information WebBoard uses in various ways. The most important way is that it stores your login name and password, which WebBoard uses to give you access to boards requiring authentication. Your profile also includes information WebBoard uses (such as your email address), as well as information other users can view (such as your professional information, hobbies, and other interests). You do not have to include personal information if you don't want to. Your user profile is also a place for setting up your work environment, for example, turning off paging or selecting full topic view. When you first log in as a new user, WebBoard asks you to fill out a New User Information form. This information is part of what makes up your user profile.



You can edit your user profile at any time, by following these steps:

1. Click More on the WebBoard menubar. The More Options menu appears.
2. Click Edit Your Profile from the More Options menu. The User Profile page appears.
3. Make any changes necessary (see the list below). Do not leave any required field blank.
4. Click Save to update your profile. WebBoard responds with an Edits Saved message.
5. Continue with your WebBoard session.

Most user profiles contain the following information. If the administrator has customized the user profile, you may find other fields or similar, but differently named, fields. The standard fields include:

### ***Login Name (required)***

This name is your unique key for entering WebBoard. You were either assigned this name or created it when you registered on WebBoard the first time you logged in as a new user.

### ***First Name (required)***

This name is normally your real first name. Of course, you can choose to use a pseudonym or even have more than one account under the same or different names on the same board (you'll have to log in as a new user to create the second account).

### ***Last Name (required)***

This name is normally your real last name. As with your first name, you can use a pseudonym or have a second account under a different name.

### ***Email Address (required)***

This address is used for WebBoard's email notification and mailing list features. It is also included with each message you post to make it easy for other board members to respond to you directly and in the Search User list. If the email field is too small to hold your email address, contact your WebBoard administrator.

### ***Hide Email***

Check No to hide your email address from other users. The board manager and site administrator will still be able to see your email address. Mailing lists and email notification will still work.

### ***City/Town***

Your city or town can be of interest to other members of this board. It is often fun to see how widely scattered—or how close by—WebBoard

participants are. In a corporate setting, the city field can be used to identify your building location or department.

### ***State/Province***

Your state may be either the two-letter abbreviation or the full name. If you are an international user, put your province or locality in this field.

### ***Country***

Again, the country where you live can be an opportunity for more discussion on WebBoard. You can use either the two-letter country code or spell out the country name in full.

### ***Home Page***

The URL you put in this field is displayed when someone looks at your user information. If you do not have a personal home page, you can enter one that you find interesting or useful.

### ***Hobbies***

This field can hold up to 2,000 characters (about 400 words) describing interesting things about yourself. You can include information about your profession, family, hobbies, or other interests and activities. If this WebBoard focuses on a specific topic area (say, for instance, model trains), you might want to write about that topic and your involvement in it (for example, listing some of the most special trains you own). In a business setting, you may want to use this area to help your colleagues understand your goals, vision, and qualifications. You can include HTML in the description.

### ***Signature***

This field holds information that is attached to every message you post. Similar to an email signature, you may want to include your name, contact information, a quotation or vision statement, and so forth. Your signature can be up to 2,000 characters and can contain HTML. Remember, however, that other users probably appreciate short signatures that don't take long to download.

### ***Accept Pages***

This option lets you determine whether you will receive pages. A yes means that if another user pages you, a message will appear in your browser. You need to dismiss the message to continue with your work or respond to the page. A No prevents pages from interrupting you. You receive broadcast messages sent by the WebBoard administrator or board manager regardless of your Accept Pages setting.

## ***Use Frames***

This option allows you to turn off frames when viewing WebBoard. The default is Yes, use frames, which means WebBoard displays both the Conferences list and the message window at the same time. If your browser doesn't support frames or you find frames too slow for your connection, choose No for this option.

## ***Full Topic View***

This option allows you to switch between viewing messages in full topic view or one-at-a-time view. The default is Yes, full topic view, which means that the message you select and all subsequent messages posted to a topic are displayed in the message window. If you select No, only one message is shown at a time, and you must click a link to show the next message in the topic. We recommend using full topic view.

## ***Reverse Topic Order***

WebBoard lists topics in chronological order. This option lets you decide whether to start with the most recent or the oldest. A Yes means topics are listed from newest to oldest. Select No to view topics with the oldest first.

## ***Automatically mark new messages read***

Select Yes to have WebBoard automatically mark messages as read every time you log off or after 30 minutes of inactivity. When messages are marked automatically, the next time you log into WebBoard, all the messages posted since your last visit are marked as new. Select No if you want to mark messages as read yourself. In that case, you must mark messages as read by clicking Mark Read on the menubar and then using the Mark Messages Read page to specify in which conferences you want to mark messages read. If you select No, messages remain marked as New no matter how many times you log off until you use Mark Read to mark them as read manually. The Automatically mark new messages read option is set to No by default.

## ***Optional fields***

You may see other fields that were added by the WebBoard administrator. If you have questions about these fields, email the board manager.

# **Understanding Conferences and Messages**

## ***Types of Conferences and Messages***

Any board on a WebBoard site can have four different types of conferences:

- Public conferences let anyone read and post messages.

- Moderated conferences have one or more persons exercising editorial control. Anyone can post, but the messages may be reviewed before being posted. A moderated conference helps keep discussions focused.
- Private conferences are limited to specific users who are authorized to read and post messages. Private conferences allow you to discuss confidential or nondisclosure topics, such as new products being developed. Private conferences appear in the Conferences list only for authorized users.
- Read-only conferences distribute official information to WebBoard users, such as company policies or product announcements and updates. You can read, but you can't post messages to a read-only conference.

These conference types can also be mixed. For example, an administrator might create a private, read-only conference for a company's accounting group to post financial data for executive managers. Or, a private conference might also have a moderator to move the discussion along.

WebBoard conferences can have two different types of messages:

- Topic messages start a new thread of a discussion within the overall subject of the conference. You can start a new topic at any time, and you should start a new topic if your message is not a direct response to a previously posted message.
- Reply messages respond to an existing topic or reply and keep the current discussion thread going. Replies are always indented under the message being replied to in the Conferences list.

### ***Listing Conference Messages***

Conferences are the organizing principle for the board. Topic and response messages provide the content for conferences. A conference is created by a WebBoard administrator or manager, but the real discussion begins when someone posts a topic to it. Other users can respond to the topic by posting response messages at any time. All messages in a topic may have the same name as the original topic or a different name; however, response messages are indented under the topic message—a visual clue to show the relationships. WebBoard's ability to let you browse by conference or topic means you can either follow a subject exhaustively or pick and choose just the messages you want. The conferences list shows all the conferences on this board. The list also includes information about the messages in a conference, for example, who posted them or whether they're new since you last logged in. An expansion box (+ icon) to the left of a conference name indicates that the conference has topics and messages.

To view a list of the messages in a conference, follow these steps:

1. Click the Conferences link at the top of the conferences list to make sure you are viewing the complete list of conferences. The numbers in parentheses to the right of the conference name tell the total number of

messages, how many new messages, and how many messages to your attention are in it. Conferences with new messages have a NEW icon to the right of the conference name. Conferences with messages to your attention have an exclamation point (!) to the right of the conference name.

2. To see the topics in a conference, click the conference name or the expansion box. You can expand one conference at a time. When you expand another conference, the previous topic list collapses. Or, you can close the conference list by clicking the expansion box again. Note that:

Topic messages with replies have a plus symbol to the left. They also show a date to the right of the message subject, which is the date the topic message was posted. The numbers in parentheses to the right indicate the total number of messages (topic message plus responses), the number of new response messages, and the number of messages to your attention. Topics with new response messages have a NEW icon to their right. An exclamation point (!) to the right indicates that among the topic and response messages is at least one message posted to your attention.

Topic messages that do not have replies have the name of the author in parentheses to the right of the message subject, followed by the date the message was posted. Italics indicate it is a new topic message; an exclamation point indicates the message was posted to your attention.

Use the arrows and hyperlinks in the list to quickly navigate through large conferences with many topics. Clicking the down arrow to the left of the conference name lets you see groups of topics incrementally. At the end of the group of topics, you can click Next or Bottom to bring you to the next set of messages or to the end. Previous and Top links appear at the end of the list so you can return up through the topics or back to the top of the conference.

3. To see the responses to a topic message, click the expansion box to the left of the topic subject. Note that:

To the right of each message you now see the name of the user who posted the message in parentheses followed by the date the message was posted.

Messages in italics are new.

An exclamation point to the right of the message indicates that it was posted to your attention.

A small paperclip icon next to the message indicates that it has a file attachment. (You choose whether to download an attached file when reading the message.)

4. To open a message, click the message. It appears in the message window.

### ***Changing the Order of Topics***

When you log in to WebBoard and view topics within a conference, you'll notice that the topics are ordered from newest to oldest. You change the order of topics by editing your user profile:

1. Select More from the WebBoard menubar. The More Options menu appears.
2. Click Edit Your Profile from the More Options menu. The User Profile form appears.
3. Scroll down the page until you see the Reverse Topic Order selection. To change the topic order and display oldest topics first, select No.
4. Click Save to update your profile. WebBoard responds with an Edits Saved message.

The next time you expand a conference or refresh the conference list, the messages are in the new order. The same order applies to the New Messages list and Attention messages list as well. Note that guest users cannot change the topic order.

### ***Viewing the Conference Profiles***

Each conference has a profile, which includes a brief description, who created it, when it was created, the number of messages, and so on. To view a conference profile, follow these steps:

1. Click the Conference Profiles link from the More Options menu. A page appears listing each of the conferences on this board with the conference mailing list email address (if one), the conference newsgroup name (if one), and a brief description of the conference.
2. To see the full profile, click the conference's name.

The profile gives the following information:

#### **Conference name and description**

The profile starts with the name of the conference and the description written by the WebBoard administrator or board manager. The description may include HTML (even other links!) and images to give you a better idea of this conference's purpose.

**Creation date**

The day and date when the conference was started let you know how long this discussion has been underway.

**Creator**

The person who set up this conference is shown with a link to that person's user profile.

**Number of messages**

The total number of messages posted since the conference started gives you an idea of how busy it is.

**Number of new messages**

This number tells you how many unread messages you have in this conference. The number is based on messages posted since you last visited the board or you last marked messages read manually.

**Private**

A private conference has a restricted group of members. If you are not on the list of users allowed to participate in that conference, you will be denied access when you click the conference link.

**Read only**

A read-only conference doesn't allow anyone to post messages except authorized moderators (including the WebBoard administrator and board manager). A read-only conference is an excellent vehicle for moderators to disseminate information to other users on the board.

**Moderated**

A moderated conference means that one or more users has been given moderator privileges for this conference. A moderator may be fairly invisible and act as one of the regular posters, or a moderator may be quite visible, even verifying messages before allowing them to be posted. A moderator has some control over the content and users participating in the conference. If you have questions about a moderated conference, post a query to the conference, and the moderator will let you know the extent of his or her work on the board.

***Refreshing the Conferences List***

In general, WebBoard refreshes the conference list when new messages are posted, but you may want to manually refresh the list on occasion. To refresh, click Refresh on the menubar.

**Reading Messages**

## ***Reading a Specific Message***

When you click a message on the Conferences list, the message appears in the message window (the right frame unless you are using no-frames mode). By default, all subsequent messages in the topic are also displayed so you can read the responses to the message you opened. This is called full topic view. You can change to viewing one message at a time by editing your user profile. Follow these steps to read specific messages:

1. From the Conferences list, select the conference you want to view and click its name or the expansion box (+ icon).
2. Locate the topic you want to read and do one of the following:

Click the topic subject to display the topic message and responses in the message window. (If you have turned off Full topic view in your user profile, only the first message appears in the window.)

Click the topic expansion box to view a list of messages. Find the response message you want and click it to display that message and subsequent responses in the message window.

3. Read the message, scrolling if necessary. After reading the message, you may do any of the following:

To read the next message in a topic, scroll down or click the Next link at the top of the message window. If Next does not appear as a link, you are reading the last message in the topic.

To read the previous message, click the Previous link at the top of the message window. If Previous does not appear as a link, you are reading the first message in the topic.

To open the topic message and all responses so that you can scroll through them in order, click Entire Topic. To read another message from the expanded topic list, click the message in the conferences list.

## ***Displaying New Messages***

New messages are messages posted to a board since you last visited or since you manually marked all messages as read.

WebBoard has two ways you can get to new messages instantly. You can also view a list of messages posted today.

### **New Messages Link: Conferences List**

At the top of the Conferences list are three links: All Messages, New, and Attn. Clicking these links switches between the full conference list, a list of conferences with new messages, and a list of conferences with messages



posted to your attention. When you click New, the list of conferences with new messages appears over a changed background that indicates these are new messages. To see the new messages, expand any conference listed. An exclamation point to the right of the message indicates that it was posted to your attention. To read a message, click its name and it appears in the message window.

### **New Messages Link: Welcome Page**

When you log in to WebBoard, the Welcome page in the right frame may include a link indicating how many new messages you have. Click the link, and a list of conferences with new messages appears in the Conferences list frame (to the left). The background of the list changes to indicate these are new messages. Expanding any conference listed displays only the new messages in that conference. An exclamation point to the right of the message indicates that it was posted to your attention. To read a message, click its name, and it appears in the message window.

### **Displaying Today's Messages**

Clicking the Today's Messages link on the More Options menu gives you a quick listing of all messages posted that day. When you click this link, the Today's Messages list shows messages by the conference, subject, and time posted, with the oldest listed first in each conference. Each subject is a link to the actual message, which appears in the message window when you click it.

### **Displaying Messages Addressed to Your Attention**

When posting a message, users often have the option of asking WebBoard to alert certain users to the message. To help you identify these messages, conferences that have messages to your attention are marked with an exclamation point icon to the right of the conference name.

But you don't need to search through the conferences list. At the top of the Conferences list are three links: All Messages, New, and Attn. Clicking these links switches between the full conference list, a list of conferences with new messages, and a list of conferences with messages posted to your attention. When you click Attn, the list of conferences with messages posted to your attention appears and the frame background changes to indicate that you are viewing only messages posted to your attention. Expanding any conference listed displays only those messages. To read a message, click its name and it appears in the message window. To see only new messages posted to your attention, use the New link, as explained in the previous section.

You can always identify messages posted to your attention by the exclamation point to the right of the message in the conference tree. Even after you read a message, the symbol remains.

## Marking Messages as Read

You have a choice of letting WebBoard automatically mark messages as read or marking them yourself.

To mark messages as read manually, follow these steps:

1. Click Mark Read on the menubar to open the Mark Messages Read page.
2. To mark all messages read in a single conference, click a conference. To mark all messages read in all conferences, click "Mark All Conferences Read." WebBoard immediately marks the messages as read and refreshes the conferences list.

To have WebBoard mark messages automatically, follow these steps:

1. Click More on the menubar and then click Edit Your Profile on the More Options menu.
2. On your User Profile, scroll down to the Automatically mark messages as read checkbox and check it. Click Save to save changes.

All messages will be marked as read the next time you click Logoff on the menubar or are inactive on the board for 30 minutes.

## Searching Messages

### ***Finding Messages Containing a Word or Phrase***

WebBoard lets you search messages for words and phrases or by author's name or email address. You can choose which conferences to search. You can also limit the search to a specific date range. WebBoard also gives you several options for how to sort messages that match your search request, including by author or by listing messages judged to most strongly match your request first. Messages are identified by conference, topic title, and date. If you choose, the author's real name and the first 40 characters of the message body appear as well. Each entry in the list is a hyperlink, so you can click on any found message and view it.

To search for words within topics and/or message bodies, follow these steps:

1. Click Search on the WebBoard menubar.
2. In the Key Word Search area, enter the words you want to search for in the Search for textbox as follows:

*word* searches for the whole word. You can enter a phrase by enclosing it in parentheses. For example, work matches work; it will not find workbook.

*word\** searches for words that contain word. For example, *work\** matches *work* and *workbook*.

3. Choose a Match option:

*Select All* if you want to see messages that contain all the words you entered in the Search for field.

*Select Any* if you want to see messages that contain one or more of the words you entered in the Search for field.

4. To limit the search to specific conferences, select the conferences to search in the Conferences list:

To search more than one conference, press the CTRL key as you click additional conference names.

To search all conferences, make no selection.

5. In the Date fields, enter the beginning date in the From: field and the ending date in the To: field. The date must be entered in the following format:

Day Month Year

where the *Month* is the three-letter abbreviation; for example:

21 Jun 1999 or 1 Feb 2000

6. Specify how to organize results by making a selection on the Sort order drop-down list. Choose one of the following:

*Date* lists messages with newest first.

*Confidence* lists messages that WebBoard judges to most closely match your request.

*Topic* lists messages alphabetically by topic title.

*Author* groups messages by the user who posted them. Users are identified by real name or login name.

*Conference* groups messages from the same conference together. The conferences are listed in the order in which they appear on the board. Messages are ordered by date within their conference.

7. In the Results Format field, select how much detail to show in the list of matches:

*Standard* results show the conference the message is in, the topic title, and the date the message was posted.

*Detailed* shows the following additional information: the author's name and the first 40 characters of the message.

8. Click Search. The Message search results page appears. Results are shown 25 at a time. Click the Next button to see the next page of messages.
9. To view a listed message, click the topic title link.
10. Click Search Messages or your browser's Back button to return to the Message Search form.

### ***Finding Messages Posted by a Specific User or Email Address***

WebBoard stores the name and email address of the message's author along with the message, so you can look for messages by either one. To search for messages by author's name or email address, follow these steps.

1. Click Search on the WebBoard menubar.
2. In the Key Word Search area, enter the name or email address you want to search for in the textbox as follows:

*word* searches for the whole word. Enter the name or email address of the message author whose messages you want to find.

*word\** searches for words that contain word. For example, \*.edu finds all messages posted by someone from an educational institution.

3. Complete the search form as described in the previous section, "Finding Messages Containing a Word or Phrase."
4. Select *Author* for the sort order.
5. Click Search. The Message search results page appears. Results are shown 25 at a time. Click the Next button to see the next page of messages.
6. To view a listed message, click the topic title link.
7. Click Search Messages or your browser's Back button to return to the Message Search form.

### ***Finding Messages Within a Given Date Range***

WebBoard lets you search for all messages posted on a single date or a range of dates. To search for messages by date, follow these steps:

1. Click Search on the WebBoard menubar.

2. Click the Date Range Search link at the top of the page. WebBoard jumps to the Date Range Search area
3. In the Date fields, enter the beginning date in the From: field and the ending date in the To: field. The date must be entered in the following format:

Day Month Year

where the *Month* is the three-letter abbreviation; for example:

21 Jun 1999 or 1 Feb 2000

4. To limit the search to specific conferences, select the conferences to search in the Conferences list:

To search more than one conference, press the CTRL key as you click additional conference names.

To search all conferences, make no selection.

5. Specify how to organize results by making a selection on the Sort order drop-down list. Choose one of the following:

*Date* lists messages with newest first.

*Topic* lists messages alphabetically by topic title.

*Author* groups messages by the user who posted them. Users are identified by real name or login name.

*Conference* groups messages from the same conference together. The conferences are listed in the order in which they appear on the board. Messages are ordered by date within their conference.

6. In the Results Format field, select how much detail to show in the list of matches:

*Standard* results show the conference the message is in, the topic title, and the date the message was posted.

*Detailed* shows the following additional information: the author's name and the first 40 characters of the message.

7. Click Search. The Message search results form appears. Results are shown 25 at a time. Click the Next button to see the next page of messages.

8. To view a listed message, click the topic title link.
9. Click Search Messages or your browser's Back button to return to the Search Messages form

## Participating in a WebBoard

### ***Posting a Topic Message***

When you post to a conference, you are starting a new topic. If you have something to contribute to the general theme of a conference, but it doesn't relate to an existing topic, you can start a new topic.

To post a new topic, follow these steps:

1. Select a conference by clicking the conference name or expansion box (+ to the left of the conference name).
2. Choose from one of these two ways to display the Post form:
  - From the WebBoard menubar, click Post.
  - From an open message, click Post on the message menu.
3. Enter the new topic name in the Topic field. Keep the topic name short.
4. Choose any of the following options by checking the appropriate boxes in the menu at the top of the message posting form.

*Convert line breaks to HTML breaks* to automatically turn line breaks into carriage returns or blank lines. If you deselect this option, all lines in your message are run together.

*Preformatted text (No HTML)* to turn off HTML features. This setting is helpful when you are inserting text from another source.

*Anonymous* to post anonymously. Your name is not attached to the posting.

*Preview message* to review your message before you post it. For details, see "Previewing your message" below.

*Preview/Spell check* to review and spell check your message: this is a default setting. For details, see "Spell checking your message" below.

*Attach File* to attach a file to your message. For details, see "Attaching files to your message," below.

5. In some cases, you see an Attn: field that you can use to alert specific users to your post. Click to select a name; hold down CTRL while clicking to select more than one. For details on how this feature works, see "Alerting a user with Attention Messaging" below.
6. Type in your message. Note that:

You can include HTML tags for formatting. (Because browsers interpret HTML tags, you must use the normal escape characters for angle brackets if you want HTML tags to appear as text—or substitute square brackets for angle brackets as a shortcut.)

On most boards, you can include links to other web pages and images. Note that any links you include must have the full URL, such as <http://www.myserver.com/linked.html>. Some boards may not allow active links in messages. If you have a question about this feature, contact the WebBoard administrator.

7. When you complete your message, click Post. Depending on which options you have selected, WebBoard either posts your message immediately or allows you to preview it (with or without spell checking). Previewing and spell checking are discussed in the following sections.

### ***Previewing Your Message***

You can preview messages before you post them to ensure that they say what you really intended. Message preview comes in two flavors: without spell checking and with spell checking. Previewing without spell checking allows you to read your message once more before posting it, while previewing with spell checking allows you to catch and correct misspelled words as well.

To preview your message without spell checking, follow these steps:

1. Check Preview on the Post message form.
2. Enter the topic name and your message, and click Post. WebBoard displays your message exactly as it will appear to other users on WebBoard.
3. If you are dissatisfied with your message and want to change it, click Back on your browser. You can also right-click your mouse, and click Back to get to the previous frame. Note that your browser must have a sufficient value set for memory cache for this feature to work.
4. Once you are satisfied with the appearance of your message, click Post. Your message is immediately posted to the conference, and WebBoard displays it in the Message window.

### ***Spell Checking Your Message***

You can spell check any message you post on WebBoard by using WebBoard's built-in dictionary. To spell check your message, follow these steps:

1. Check Preview/Spell check on the Post message form.
2. Enter your message and click Post. The Message Preview window opens. Your message is spell checked, with occurrences of misspelled words flagged as hypertext links.

3. Click each flagged misspelled word to see WebBoard's suggestions for corrections. You can either select a word from the list or enter a new one in the textbox.
4. Click Done to return to the message preview. The corrected word is shown in the message. Repeat Steps 4 and 5 if necessary.
5. If you are dissatisfied with your message after correcting the spelling errors and want to change it, click Back on your browser to redisplay the original Message form.
6. Once you are satisfied with your message, click Post. Your message is posted to the conference.

### ***Attaching Files to Your Message***

Attaching files to your WebBoard messages is a handy way to give users ready access to information that doesn't fit well in a text message. Your browser must support file attachments (Netscape Navigator 2.0 or higher; Microsoft Internet Explorer 3.0 with plug-in, or Internet Explorer 4.0 or higher) for uploading files. Almost any browser can download file attachments. Additionally, those who want to open the files must have the same or similar applications to open them.

To attach a file to your message, follow these steps:

1. Check Attach file on the Post message form.
2. Type in your message and click Post. If you selected Preview/Spell check or Preview, complete the preview and click Post. The Attach a File form opens.
3. Click the appropriate Category radio button for the file you want to attach. The category you select causes WebBoard to display the corresponding icon next to the file-attachment link in your posting, which gives other users a quick idea of the file type. The categories are as follows:

*Application* if this is an application.

*Audio* if this is a sound file.

*Document* if this is a text file.

*Image* if this is a graphics file.

*Multimedia* if this is a multimedia file.

*Unknown* if you do not know what type of file you are uploading.

4. Enter the name and path to the file in the File to upload field;

– OR –



Click Browse to select the attachment you want to upload from your computer. A File Upload dialog opens. Navigate through your folders to select the attachment. Click Open to continue or click Cancel to return to the file attachment form. If there is no Browse button, your browser doesn't support file attachments.

5. Enter the description of the file attachment in the File description field.
6. If you want to attach more files, click Yes for Upload another.
7. Click Upload Now to attach the file to your message. Depending on the size of the file and speed of your connection, this process may take a few minutes. Your message is immediately posted to the conference. The attachment appears as a hyperlink at the end of the message. An icon indicating the file type and the size of the file in kilobytes follows the filename.
8. If you clicked "Upload another," the Attach a File form appears again. Repeat Steps 3-7 for each file attachment you want to upload.

### ***Alerting a User to Your Message***

The Attn: field tells WebBoard to notify specific users of your message. When those users next log in, the message is flagged as being posted to their attention. Before you can use this feature, you must add names to your address book, as described in Keeping an Address Book.

To post a message to a user's attention, follow these steps:

1. On the Post message form, select the names you want from the Attn: list box as follows:

Click a name to select it.

Hold down CTRL and click to select multiple names. To deselect one of multiple names, hold down CTRL and click the name again.

To select all names in the list box, click the first name on the list and hold down Shift as you click the last name.

2. Complete your message in the normal way and click Post. The message is posted publicly to the conference with the Attn: field showing the names you selected from the list box. Users whose names you selected see the Attn: icon (!) next to the message.

### ***Posting a Reply***

You can post a reply to any message within a topic. For example, if a topic has 10 messages, you can reply to the first message or to the tenth message. Whenever you reply to a message, your new message is indented under that

message in the Conferences list to show other readers the thread of the conversation. Replies are displayed chronologically within each topic. You can alert specific users to your message by addressing it to their attention. You can also reply to a posting privately, by sending an email message to the original message poster.

### ***Replying Publicly***

To reply publicly to the message you are currently reading, use one of the following options:

- Select Reply from the menu at the top of the message you want to respond to.
- Select Reply/Quote from the menu to include text from the original message.

WebBoard displays a message-creation form for you to complete. The form is the same as the one for posting a new topic except the topic from the current message is displayed. You can use this topic or change it. Otherwise the form works the same as described in “Posting a Topic Message” above. Please refer to that section for details.

### ***Replying Privately***

Rather than post a reply to the whole conference, you may prefer to send a reply only to the individual who posted the message. WebBoard lets you reply privately to the message author by email. If a message was posted anonymously or the author has checked Hide my email address on his or her user profile, you can't send a private response.

To reply privately to the author of the message you are currently reading, use one of the following options:

- Select Email Reply from the menu at the top of the message you want to reply to.
- Click the poster's email address link in the From field of the message.

WebBoard starts the email program associated with your browser with the recipient's email address included (but not the topic or any text from the message posting). You must enter a subject and your response. You may also want to cut and paste the WebBoard posting to provide context for the recipient.

### ***Editing Your Message***

You can edit messages you have posted. For example, if you want to add or remove information from a message, do so by editing it. Or, if you want to change the topic for a message, editing it is the way to do it. Note that if you posted a message to a board that does not require authentication (that is, you did not have to give a username and password to log in), the editing feature is unavailable.

To edit your message, follow these steps:

1. From the Conferences list, locate the message you want to edit. Click its name to display it in the Message menu. Click Edit from the message menu. An Edit Message form opens.
2. Make the desired changes to the topic, Attn: field, or text.
3. Choose any of the following options by checking the appropriate box(es) in the menu at the top of the message-posting form.
4. When you complete your edits, click Post. Depending on which options you have selected, WebBoard either posts your message immediately or allows you to preview it (with or without spell checking) and/or attach a file. Previewing and spell checking are discussed earlier in this chapter. If this conference is moderated, the message is not posted until the moderator verifies it.

### ***Deleting Your Message***

Once you have posted a message, you can delete it from the conference. If you posted a message to a board that does not require authentication (that is, you did not have to give a username and password to log in), the delete feature is unavailable. If you want to delete a message you posted, contact the WebBoard administrator.

To delete a message, follow these steps:

1. From the Conferences list, locate the message you want to delete and click its name.
2. Click Delete from the message menu. WebBoard displays a message asking if you are sure you want to delete the message. Once deleted, a message cannot be retrieved.
3. Click Yes if you want to delete this message. Your message is immediately deleted from the conference.
4. Click No if you want to keep this message in the conference.

### ***What am I Missing?***

The following WebBoard features are not available through email:

- Editing messages or viewing changes to posted messages
- Deleting messages
- Seeing that a new conference has been created
- Sending or receiving file attachments
- Searching user databases
- Searching message databases
- Creating a new user account
- Editing your user profile
- Paging

## Searching for Users

### ***Tailoring Your Search for One or More Users***

With this method of searching, you type in all or part of the word you want to match and then indicate if it is a user's first or last name or email address, a city or town, state or province, country, or the URL for a home page.

To tailor your search for one or more users:

1. Click Search on the WebBoard menubar. The Message Search page opens.
2. Click Search Users at the top of the page. The Search Users form opens. You can also click Search Users on the More Options menu to open the Search Users form.
3. Click the appropriate radio button to indicate whether to search by first or last name or email address, a city or town, state or province, country, or the URL for a home page.
4. Enter the letters to search for. For example, you haven't noticed any postings recently by Sarah Chien, but don't know if the correct spelling is *Chen* or *Chien*. Select the Last Name option and enter *Ch* in the Search textbox. Alternatively, you could select First Name and enter *Sarah*.
5. Click Search. A list displays all the users who match the search string.

### ***Listing All Users***

You can view a list of all users on the board and choose how to sort it. Sorting choices are the same as searching choices—user's first or last name or email address, a city or town, state or province, country, or the URL for a home page.

To list all users:

1. Click More on the WebBoard menubar. The More Options menu opens.
2. Click Search Users. The Search Users form opens.
3. Click a radio button to indicate how to sort the list. Don't put any letters in the search textbox. For example, select City/Town to have users grouped by the city/town entry on their user profiles.
4. Click Search. WebBoard lists all the users on the board, sorted by user's first or last name or email address, a city or town, state or province, country, or the URL for a home page. Each group is arranged alphabetically.

### ***Searching by the First Letter of the Last Name***

A hyperlink alphabet provides a shortcut for searching for users by last name. To use the shortcut search, follow these steps:

1. Click More on the WebBoard menubar. The More Options menu opens.
2. Click Search Users. The Search Users form opens.

3. Click the appropriate letter from the alphabet below the search textbox. WebBoard displays a list of all users whose last names begin with that letter.

### ***Finding Current Users and Today's Users***

The Current Users link on the More Options menu displays a window showing who is using WebBoard right now. The list is updated every 60 seconds. At the top of the list is a QuickStats update showing the total number of users today (and how many are new users) and the total number of current users. Each name in the list is a link to that person's user profile. The Current Users list also includes a link to the Today's Users list.

The Today's Users link from the More Options menu displays a list of all users who have logged into the current board today. The list is quite similar to the Current Users list. The list gives you an update on who has been to the board today and also includes a QuickStats report of total users and current users. Each user's name is a link to his or her profile. The page also has a link to the Current Users list.

### ***Finding the Top 10 Users and Posters***

WebBoard keeps track of its users and can tell you who the 10 most active users are based on the number of times they log in to WebBoard. The Top 10 Users link from the More Options menu displays a list of the most active users with the number of times they have logged in since the board was started. Each user's name is a link to his or her user profile information.

WebBoard also keeps track of who the most active participants are on the board by number of postings. The Top 10 Posters link from the More Options menu displays a list of the most active message posters with the number of messages they have each posted. Each user's name is a link to his or her user profile information. The resulting list is similar to the Top 10 Users list

## **Logging Off WebBoard**

When you are finished with your WebBoard session, you can simply point your browser at another site on the Web, or you can officially log off WebBoard. The Logoff button in the menubar takes you to another page designated by the WebBoard administrator. Often this page provides more useful information about the site or other related sites. Note that if you click the Back button in your browser, you will be returned to WebBoard without having to log in again. If security is an issue, you should close your browser or clear your browser's cache. You should also not have WebBoard remember your password.